



BOARD OF HEALTH POLICY

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.: 16-2026	
SLT:		
MCC:		
IF APPLICABLE		
DIRECTOR		
JOHSC:		
PPL:		

SECTION: BOARD OF HEALTH **POLICY NO.:** BH-02-03

SUBJECT: Continuing Education

APPROVED BY: Board of Health **POLICY DATE:** January 2026

1. PURPOSE

- 1.1. The Board of Health recognizes the importance of its members maintaining and improving their knowledge and understanding of public health and good governance, in order to meet their roles and responsibilities as governors, and to provide appropriate oversight for public funding and resources.
- 1.2. The Board of Health commits resources to ensure that its members are offered continuing education opportunities and are reimbursed for expenses related to such opportunities.
- 1.3. The purpose of this policy is to provide direction for continuing education for all Board of Health members of the Thunder Bay District Health Unit (TBDHU).

2. POLICY

- 2.1. This policy applies to all members of the Board of Health (municipal, citizen and provincial appointees) of the TBDHU.
- 2.2. All Board of Health members are expected to participate in continuing education.
- 2.3. Continuing education activities will occur on an ongoing basis, including, but not limited to, through regular Board of Health meetings (ex. information sessions), special Board meetings, retreats, separate educational sessions, and virtual sessions and webinars.
- 2.4. Other opportunities for education include attendance at external workshops and conferences, including conferences and workshops put on by the Association of Local Public Health Agencies (aLPHa).
- 2.5. Attendance at a conference or workshop involving an external organization will be limited to four (4) Board members at one time, or more with prior approval of the Board.
- 2.6. All Board of Health members are encouraged to identify their own needs for education, and to participate in continuing education opportunities.

- 2.7. At the beginning of each year, the Medical Officer of Health and Chief Executive Officer, or designate, will request input from the Board and the Chair on their continuing education needs and their preferred format. Members may also indicate their needs throughout the year as appropriate, through the Chair of the Board or the Medical Officer of Health/Chief Executive Officer or designate.
- 2.8. Board members will be provided with supportive educational information in suitable and convenient formats.
- 2.9. Board members who attend external conferences, workshops or other training sessions will participate as a representative of the Board of Health for the TBDHU and not as a representative of a municipality or any other organization.

3. APPLICABLE PROCEDURES

- 3.1. Procedure No. BH-02-03 Continuing Education applies to this policy.

4. DEFINITIONS

There are no definitions with this policy.

5. REFERENCES

- 5.1. Board of Health Procedural By-law

6. APPENDICES/LINKS AND ATTACHMENTS

- 6.1. [BH-02-03 Continuing Education Procedure](#)